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## ***Storage and Handling***

When vaccine is delivered to your practice it is important that it is identified and stored in the refrigerator or freezer right away. It is also important that all staff members recognize delivered vaccine and know what to do with it upon arrival. Your facility should have procedures in place for immediate receipt and storage of vaccine due to its temperature sensitivity.

A split full size refrigerator/freezer or separate refrigerator and freezer units are recommended for storing vaccine. Dorm style refrigerators, and the freezers within these units, typically do not maintain an adequate temperature range for storing vaccine. Storage units should be free of any food or drink.

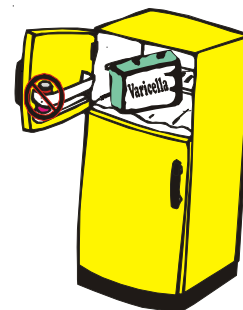
Please refer to the Vaccine Storage and Handling Chart provided in the Appendix of this handbook for details pertaining to each type of vaccine regarding shelf life, reconstitution, and other special instructions.

All staff should be familiar with your practice's written Emergency Response Plan for vaccine retrieval and storage in the event of a power outage or mechanical failure. Please refer to the plan in the Appendix of this handbook that can be tailored to fit the unique circumstances of your practice and location. Your emergency response plan should be posted on or near your storage unit and updated on an annual basis.

## ***Temperatures***

Keeping a daily log of vaccine storage unit temperatures is required. This is regarded as the best way to determine if an appropriate temperature is being maintained in your vaccine storage units and ensures the viability of vaccines. VVFC requires keeping temperature logs for a minimum of three years. **If you have difficulty maintaining appropriate temperatures:**

- **Perhaps the temperature dial is set too low or too high.** Try adjusting the thermostat setting within the storage unit to obtain an adequate temperature. If you do so, document it on your temperature log. Allow 24 hours to take effect.
- **You may be using a defective thermometer.** Try using a different thermometer and observe if its reading is consistent with the reading of the original thermometer.
- **Placement of the thermometer.** The thermometer should be kept next to or somewhere within the vaccine stock. This way the reading of the thermometer is likely to give the actual temperature at which the vaccine is maintained. Different areas of the refrigerator (the door or near the sides) may hold warmer temperatures than the center.
- **Water bottles and ice packs.** Placing water bottles in the refrigerator and ice packs in the freezer will help stabilize internal temperatures and may limit spoilage should power outages occur.



# I n v e n t o r y



## Vaccine Stock Separation

Separation of VVFC vaccine stock and privately purchased vaccine stock increases accountability. The best way to keep stocks separate is to identify and track VVFC stock from its delivery to its administration.

### 1. Establish procedures for vaccine receipt

- Educate staff members about vaccine deliveries and the difference between VVFC and private.
- Unpack vaccine shipments in a timely manner, check the temperature indicator, and review the shipping invoice to see if it matches your VVFC order.

### 2. Keep Invoices and Forms

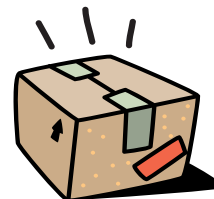
- Keep copies of your VVFC and private vaccine order forms and invoices to help determine if a misplaced or unaccounted for vaccine is from VVFC or private inventory.

### 3. Label Vaccine Boxes

- VVFC vaccines are often delivered with VFC stickers (as supplies allow). Please use these stickers to label your VVFC inventory. You can also create your own stickers or use a marker.

### 4. Physically Separate VVFC and Private Inventories

- Store on separate shelves.
- Store in separately labeled plastic bins or drawer organizers.
- Store in separate refrigerators and/or freezers.



## Accountability

**PUBLIC** facilities are required to complete monthly Doses Administered Reports. **PRIVATE** facilities are only required to complete this report for one designated month a year. VVFC will notify private facilities of this month in advance. The doses administered report includes the total doses of state provided vaccine administered by your facility to eligible children. The Division of Immunization office must receive each monthly report by the fifth day of the following month.

**PUBLIC** facilities complete Quarterly Inventory Reports. The Division of Immunization will designate the deadline for quarterly inventories. **PRIVATE** providers are required to complete an inventory report each year. When completing an inventory report, be sure to record the refrigerator and freezer temperatures indicating Fahrenheit or Celsius. Record the number of *doses*, not vials, for each vaccine lot number. Fax or mail the completed inventory to the Division of Immunization at the location indicated on the form.

In order to increase accountability at your facility, consider the following:

- Complete Doses Administered (DA) Reports as accurately as possible by accounting for all VVFC vaccine doses administered to VVFC eligible patients during the designated month.
- Complete Inventory Reports as accurately as possible by listing all VVFC-supplied vaccines in your inventory on the designated date.
- Report all lost, spoiled, expired or wasted vaccine to VVFC by completing a VVFC Return Form.
- Keep track of all vaccine that is administered to non-eligible patients on a VVFC Replacement Form.

## Rotating Stock

It is important that your VVFC vaccine stock is rotated according to expiration dates. Rotating your stock will help ensure timely use of each vaccine and prevent its expiration. Be sure to keep the vials with the earliest expiration date at the front of your storage unit. Upon receiving a shipment of vaccine, check expiration dates and store it in order from the earliest expiration date (in the front) to the latest expiration date (in the back) of the refrigerator or freezer.



# I n v e n t o r y

## *Vaccine Returns*

Please return any expired, spoiled or viable vaccines by completing a VVFC Return Form. VVFC will receive excise tax credit for all vaccines not administered. Unusable vaccine may fall under the following criteria:

- SPOILAGE: vaccine spoiled upon delivery or spoiled at site
- EXPIRED: expiration date has arrived/passed
- DAMAGED: vaccine damaged during shipment, damaged at facility
- VIABLE: vaccine overstocked, ordered wrong product
- WASTED: drawn up but not administered
- TRANSFERRED: requesting a vaccine transfer to another facility

### **Follow these steps to complete a VVFC Vaccine Return Form to return vaccine:**

1. Indicate the type of vaccine being returned, number of doses, lot number, manufacturer, expiration date, and the reason for return. ***PLEASE MARK VIABLE RETURNS CLEARLY.***
2. Fax or mail the completed form to the VVFC office, including a temperature log for viable returns.
3. ***Do not return vaccine to the VVFC office.*** Our distributor will mail out prepaid shipping labels bi-monthly (February 1<sup>st</sup>, April 1<sup>st</sup>, June 1<sup>st</sup>, August 1<sup>st</sup>, October 1<sup>st</sup>, December 1<sup>st</sup>).

***Expired/spoiled vaccine returns*** are processed at the VVFC office weekly. Package the vaccine appropriately and have the package picked up by the shipping company indicated on the return label.



## *Viable Vaccine Returns and Transfers*

If you realize that your practice has over-ordered vaccine or has too much stock on hand, you can prevent costly vaccine wastage and expiration by doing a viable return or a transfer. If the overabundant vaccine has more than three months of shelf life before its expiration, submit a VVFC Return Form and list “Viable” as the reason for the return. Viable vaccine returns will be processed immediately and are time sensitive, so be sure to fax your completed VVFC Vaccine Return Form as soon as possible. Please attach a temperature log for all viable returns. Our distributor will pick up the vaccine within a month and distribute the vaccine to other providers in the program. Viable returns do not count against your wastage history.

Vaccines expiring in less than two months cannot be redistributed in time, so please keep these vaccines in your stock and continue to administer them until expiration or attempt a transfer. In a transfer, a nearby VVFC provider is identified and asked whether they can use your vaccine before its expiration. If the provider agrees to receive the vaccine, then the receiving provider and the transferring provider arrange to transport the vaccine. Please contact the VVFC Order Center to help identify a transfer recipient.

## *Vaccine Replacement*

If your practice does not have VVFC vaccine in stock and a VVFC eligible child needs VVFC covered vaccinations, you may use vaccine from your private stock to immunize the child. Document vaccine usage of your private stock with a VVFC Vaccine Replacement Form. Once VVFC stock is received, you may administer corresponding doses to privately insured patients and document each dose on the VVFC Vaccine Replacement form.

The VVFC office monitors its vaccine inventory to ensure vaccine availability upon request. Therefore, it should not be necessary for your practice to frequently use its private stock. If your practice continuously uses private stock or does not document usage appropriately, your vaccine administration procedures will be reviewed.